DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 1 SYSTEM USER OVERVIEW
CHAPTERS 1 and 2

TABLE OF CONTENTS

CHAPTER 1   MOCAS SYSTEM OVERVIEW

1.1.1 CHAPTER 1 OVERVIEW

The first chapter describes the entire manual and summarizes the MOCAS PHASE I system. It also contains lists of abbreviations and office symbols used at DCMD.

1.1.1.1 PURPOSE OF THE MANUAL

The Data Base Management System (DBMS) PHASE II application to the Mechanization of Contract Administration Services (MOCAS) is designed to upgrade mechanization of management, financial, inventory information, customer (services), buying offices, funding offices, and inventory managers. This Users Manual for MOCAS is written to provide the management and functional users of the system a document detailing:

a. The overall system description and capabilities.

b. The descriptions of system input requirements.

c. The descriptions of system outputs.

d. The description of processing errors and correction procedures.

1.1.1.2 SCOPE

The described system is designed to provide Defense Contract Management Agency (DCMA) and Defense Finance and Accounting Service (DFAS) with information necessary to accomplish their mission for:

a. Contract administration production and quality assurance.

b. Management, financial and inventory data to customer (services), buying offices, funding offices and inventory managers.

c. Payment to contractors or their designee.

d. Reports to the military departments for transmission to the Office of the Secretary of Defense (OSD), Treasury or General Accounting Offices.

e. Automatic closure of contracts as prescribed by Federal Acquisition Regulation (FAR).

f. Maintenance of source document for all of the above.

g. Implementation of DoD 4105.63-M, Military Standard Contract Administration Procedures (MILSCAP).

1.1.1.3 ORGANIZATION OF THE MANUAL

a. This manual is organized into parts and chapters. Each chapter is further subdivided into section, paragraphs, and subparagraphs. Part 15 contains appendices that are applicable to all parts of the manual. Numbering of this subdivision is as follows:

(1) The numbering scheme identifies the appropriate part, followed by the applicable chapter, section, paragraph, and subparagraph.

Example:

<u>2.1.1.2.18</u>

Part_____ 2

Chapter_____1

Section_____1

Paragraph_____2

Subparagraph_____18

(2) Appendices. Appendices are contained in part 15 and are numbered as part 15 followed by the appropriate appendices number to which they apply.

(3) MOCAS Reports. The output reports are all contained in part 16 and are numbered as part 16 followed by the appropriate number in alphabetic sequence.

b. Pages are numbered consecutively in a separate series for each chapter. Each page number will be preceded by the appropriate part and chapter number, e.g., 1-1-5 (page 5 of chapter 1 of part 1).

c. Reference to this manual in correspondence, messages, etc., will be shown by stating DLAM 7000.5 followed by the paragraph/subparagraph for example, DLAM 7000.5, paragraph 2.1.1.2.18.

1.1.1.4 TERMS/ABBREVIATIONS AND DEFINITIONS

The following abbreviations are ones that are commonly used for MOCAS organizations.

TERMS/ABBREVIATION	DEFINITION
AAC	Activity Address Code
ACD	Analysis Completion Date
ACD	Administrative Commitment Document

TERMS/ABBREVIATION	DEFINITION
ACI	Automatic Coding of Invoices
ACM	Authorized Controlled Material
ACO	Administering Contracting Officer
ACRN	Accounting Classification Reference Number
ADA	Advanced Delivery Alert
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
A/E	Accrued Expenditure
AF	Air Force
AFLC	Air Force Logistics Command
AFO	Accounting and Finance Office
AFSC	Air Force Systems Command
AIS	Automatic Information System
AMC	U.S. Army Material Development Command
ANSI	***American National Standards Institute***
API	Automatic Payment of Invoices
ARP	Alternate Release Procedures
ASBCA	Armed Services Board of Contract Appeals
ASC X12	***Accredited Standards Committee X12 (affiliated*** with ANSI)
ASI	Amended Shipping Instruction
AUTODIN	Automatic Digital Network
AUTOVON	Automatic Voice Network
BOA	Basic Ordering Agreement
BPA	Blank Purchasing Agreement
CA	Contract Administration
CAD	Contract Administration Data Master
CAGE	Commercial and Government Entity
CAO	Contract Administration Office
CAP	Contractor Acquired Property
CAR	Contract Administration Report
CAS	Contract Administration Services
CCN	Contract Completion Notice
CD	Criticality Designator
CDP	Centralized Data Processing
CDRL	Contract Data Requirements List
CFSE	Contract Fund Status Report
CG	Comptroller General
CIDR	Contract Item Delinquency Report
CIR	Cost Information Reports
CLIN	Contract Line Item Number
CLR	Contingent Liability Report
CMR	Contract Management Review
CMT	Cut-Make-and-Trim
COB	Close of Business
COC	Certificate of Conformance
COF	Contract Operation File
COMMRI	Communication Routing Indicator
CONUS	Continental United States
CPFF	Cost Plus Fixed Fee
CPIF	Cost Plus Incentive Fee

TERMS/ABBREVIATION	DEFINITION
CPN	Contract Payment Notice
CPR	Cost Performance Rating
CRS	Contract Reconcilation System
CSF	Contract Support File
CY	Calendar Year
DAR	Defense Acquisition Regulation (Formerly ASPR)
DARTS	Destination Acceptance Reporting and Tracking System
DBMS	Data Base Management System
DCA	Defense Communication Agency
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DCAS	Defense Contract Administration Services
DCMD	Defense Contract Management District
DDL	Daily Delivery List
DFARS	DoD FAR Supplement
DFAS	Defense Finance and Accounting Agency
DISA	***Defense Information Systems Agency***
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistices Information Services
DMS	Defense Material System Rating Code
DNA	Defense Nuclear Agency
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directorate
DOE	Department of Energy
DPS	Defense Priorities System
EC	Electronic Commerce
ECD	Estimated Completion Date
EDA	Electronic Document Access
EDI	***Electronic Data Interchange***
EDM	***Electronic Data Management***
EFT	***Electronic Funds Transfer***
ELIN	Exhibit Line Item Number
ENG	Engineer
EOM	End of Month
EOQ	End of Quarter
EPA	Economic Price Adjustment
FAD	Final Acceptance Date
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation
FDD	Final Delivery Date
FPI	Fixed Price Incentive
FFP	Firm Fixed Price
FIC	Format Identifier Code
FMS	Foreign Military Sales
FOB	Free on Board

TERMS/ABBREVIATION	DEFINITION
FPE	Fixed Price with Escalation
FPR	Fixed Price Redeterminable
FSC	Federal Supply Class
FTP	***Files Transfer Protocol***
FY	Fiscal Year
G&A	General and Administrative
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
HC	Hard Copy
IBOP	International Balance of Payments
ICP	Inventory Control Point
ILRO	Industrial Labor Relations Office
IOM	Inter-Office Memorandum
IPE	Industrial Plant Equipment
IR&D	Independent Research and Development
IS	Industrial Specialist
JCL	Job Control Language
L/I	Line Item
LISSR	Line Item Schedule Summary Report
MAAPR	Material Acceptance and Accounts Payable Report
MAF	Master Address File
MAP	Military Assistance Program
MBE	Minority Business Enterprise
MDA	Miscellaneous Defense Activity
MDE	Mechanized Data Entry
MDR	Material Deficiency Report
MILSCAP	Military Standard Contract Administration Procedures
MILSTRIP	Military Standard Requisitioning Issue Procedures
MIPR	Military Interdepartmental Purchase Request
MIR	Management Information Report
MIRR	Material Inspection Receiving Report
MIS	Management Information System
M&O	Maintenance and Overhaul
MOCAS	Mechanization of Contract Administration Services
MOD	Contract Modification
MOD/IRAN	Modification/Inspection and Repair as Necessary
MON	Month
MORDS	Mechanization of Reports Distribution System

TERMS/ABBREVIATION	DEFINITION
NASA	National Aeronautics and Space Administration
NCB	National Classification Bureau
NIIN	National Item Identification Number
NSN	National Stock Number
NTE	Not to Exceed
OASD	Office of the Assistant Secretary of Defense
OLRV	On-line Report Viewer
OPE	Other Plant Equipment
OSD	Office of the Secretary of Defense
PA	Property Administrator
PAAL	Property Administration Assignment List
PADR	Production Administration Delinquency Reporting
PAS	Pre-Award Survey
PBO	Paid by Others
PC	Plant Clearance
PCC	Production Control Clerk
PCN	Production Control Number
PCO	Procuring Contracting Officer
PE	Production Engineer
PIIN	Procurement Instrument Identification Number
PO	Purchasing Office
PO	Purchasing Order
PPR	Progress Payment Report
PQA	Procurement Quality Assurance Site Code
PR	Purchase Request
PRON	Procurement Requisition Order Number
PSC	Production Schedule Completion
PSCN	Production Schedule Completion Notice
PSCR	Production Schedule Completion Report
PSE	Primary Staff Element
PSR	Production Surveillance Reporting
QA	Quality Assurance
QAR	Quality Assurance Representative
R&D	Research and Development
RDMF	Report Distribution Master File
RDT&E	Research, Development, Test and Evaluation
REPSHIP	Report of Shipment
RGS	Reading Group Specialist Code
SAIS	Standard Automated Information System
SBA	Small Business Administration
SB/LSA	Small Business/Labor Surplus Area
SPIIN	Supplementary Procurement Instrument Identification Number
SPN	Shipment Performance Notice
SCRT	Standard Contract Reconcilation Tool

TERMS/ABBREVIATION	DEFINITION
TCO	Termination Contracting Officer
TD	Terminal Digit
TFO	Transaction For Others
TISS	Transportation Information Subsystem
TO	Transportation Officer
TOA	Total Obligating Authority
TWX	Teletypewriter Exchange Service
UAIS	Unique Automated Information System
UI	Unit of Issue
ULO	Unliquidated Obligation
UM	Unit of Measure
UPP	Unliquidated Progress Payments
VA	Veterans Administration
VE	Value Engineering
VE (Finance Officer)	Voucher Examiner
WAWF	Wide Area Work Flow
WINs	Web Invoicing System
WIP	Work in Progress
YR	Year
YTD	Year to Date
ZIP	Zone Improvement Plan

1.1.1.5 SECURITY AND PRIVACY

SECURITY RESTRICTIONS

COMPONENT	SECURITY CLASSIFICATION	SPECIAL CONSIDERATION
Data Base Disk Files	Unclassified	In order to maintain the integrity and structure of the data base, software/programming logic measures will be taken to preclude the manipulation/re-organization and update of data elements by other than approved SAIS processes.
Tape/Disk Master Files	Unclassified	The integrity and security of(outside the structure these files will be maintained by of the data base) each ADP site user and will be provided by local security measures concerning tape/disk pack protection.

COMPONENT	SECURITY CLASSIFICATION	SPECIAL CONSIDERATION
Source/Object Programs	Unclassified	The source/object programs are protected as follows: All SAIS source programs are secured with DSAC and only documentation will be provided to ADP user sites. Certain restricted source coding will not be provided to ADP users for security reasons. Object programs are protected at DSAC and at the ADP user site and are provided with tape/disk pack protection measures.
Job Control Language (JCL)	Unclassified	All Job Control Language (JCL) used to manipulate the system shall be secured within each ADP user site and its usage authorized by the operations/ scheduling organiza- tional element.
System Report Data	Unclassified	Hard Copy/Cathode Ray Tube (CRT)screen report data shall be controlled by the ADP user site on a need to know basis in accordance with DLA Primary Staff Element (PSE) and DSAC guidelines.

1.1.2 *SYSTEM SUMMARY*

1.1.2.1 SYSTEM APPLICATION

  The MOCAS System allows for utilization of data processing equipment and high speed digital data transmission devices thus permitting a greater degree of mechanization in the technical specialties of procurement and contract adminis- tration. High volume transactions will be transmitted in machine processable form through the AUTODIN network or DCMDs internal telecommunications. This approach will speed the flow of required data and permit direct input to the mechanized systems at Purchasing Offices (PO), Inventory Control Points (ICP), Field Contract Administration Activities, and Finance and Accounting Offices.

a. After contracts have been signed, the Purchasing Office (PO) will forward contracts in hard copy. AMC, Defense Logistics Agency (DLA) and AFSC will send abstract record formats to the CAO for use in establishing the CAO Master Contract File. As later contract modifications occur, such as changes in shipping instructions and definitization of prices, Hard Copy and/or Contract Abstract record formats must also be forwarded by the PO for updating of the Master Contract File. (In instances where the CAO initiates the modifications the flow of the hard copy and/or Contract Abstract records are reversed.) The request for Contract Line Item Status formats provide the PO with the means of requesting expedited delivery or obtaining current status information.

b. Whenever material is shipped, the CAO advises the PO or the Inventory Control Point, whichever is designated, of this fact by means of the Shipment Performance Notice. This permits an updating of due-in asset and intransit records at the PO or ICP level. If inspection or acceptance is to be accomplished at destination, the CAO advises the consignee of this fact by the Acceptance Alert. The receiving installation reports acceptance or rejection of the material by the Acceptance Report which forms a basis for payment of the contractor invoice by the CAO. If for any reason, delivery will not be made on time by the contractor, a Revised Delivery Forecast, citing reason for delay and forecasted delivery date, will be sent to the PO or ICP for notation of due- in records.

c. As payments are made to a contractor, the CAO notification of such expenditures to Finance and Accounting Activities consists of the Contract Payment Notices and the semimonthly Disbursement Statement of Transactions. These data formats can be utilized by the recipient to update mechanized obligation and allotment accounting records and reduce accounts payable.

d. The Contract Completion Statement is utilized by the CAO to advise when a contract is closed. The reasons for delayed closing and an estimated date of closure are reported by means of the Unclosed Contract Status record format.

1.1.2.2 SYSTEM OPERATIONS

a. Data is primarily input via TN3270 Emulators. Additionally, some MILSCAP transactions received over AUTODIN are used to establish basic contract data and to update destination acceptances. *Contract data may also be updated via EDI*. Contractual data may be input by DCMA Offices or DFAS, and is processed to satisfy the requirements of all functional users. The system is highly integrated to provide economy in data input operations and uniform data to functional users.

b. The MOCAS System is based on the input of key data elements reflected on contracts, modifications, and follow-on transactions (DD Forms 250, invoices, etc.).

c. The MOCAS data base, through its host processor, is online, providing inquiry capability with appropriate validation and security routines. The system provides visual display of input and responses as well as the capability for selected hard copy printout of responses.

d. The capability for direct online inquiry of the data base by DCMA and DFAS personnel will increase efficiency and responsiveness since users can obtain data upon demand and receive only data needed.

1.1.2.3 INPUT FUNCTIONS

The system is designed to accept and distribute input for processing. Input is screened, categorized, consolidated and related to input source documents such as: Contracts, modifications to contracts at all levels, corrections to contracts at all levels, delivery and acceptance document (initial and changes), addressing (initial and changes), and invoices. Source document input media can be through source data entry devices interconnected with the host computer or AUTODIN tape. The format convention for new contracts, modifications and corrections transmitted by the PCO is MILSCAP. ***Source document data may also be input via EDI***. Psuedo MILSCAP formats have been devised to supplement the basic MILSCAP formats in order to accommodate input from DCMA and DFAS instead of the procuring activity. The format convention for addressing is DLIS, again supplemented for DCMD input. ***EDI addressing format is defined by DISA***. The format convention for destination acceptance and alert is MILSCAP, but shipment and acceptance input formats from DCMA and DFAS are in accordance with a MOCAS derived format. A MOCAS format is also used for invoices.

1.1.2.4 PROCESSING FUNCTIONS

Processing functions are defined as a need to perform specified data manipulation or generation, other than validation, in the system to satisfy the functional user. The processing requirements for the abstract are divided into the following 11 subdivisions.

a. Expand MILSCAP Transactions - Generation of necessary data elements to make the MILSCAP***/EDI*** transactions acceptable to MOCAS validation.

b. Data Generation - Extracting data from existing files and generation of data elements to ease the workload on contract data input clerks.

c. Application of Modifications and Corrections - Techniques used to update contract files with modifications and corrections.

d. Build Abstract Receipt Transaction - Generation of a PFK record to acknowledge receipt of new contract abstract transactions.

e. Hard Copy Tracking and Backlog - Establishment of the Hard Copy Tracking and Backlog Files to track DCMD workload and receipt of hard copy contractual documents.

f. Payee Name and Address - Establishment of the file containing the name and address which will be placed on the checks.

g. Production Abstract Suppression - Established a method to suppress the generation of the Production Abstract at various levels within the system.

h. Statistical Counts - Maintenance of production counts to assist management in an understanding of backlog positions and individual performance.

i. Generation of Contract Abstract - Identification of those instances where contract abstract is automatically generated within the system without a request from the functional personnel.

j. Build Reverse Abstracts - Mechanical generation of MILSCAP*/EDI* abstract records, to the purchasing office, for ACO initiated contractual documents and corrections against those documents.

k. Reopen Contracts - Reestablishment of contractual records to facilitate corrective action or further payment and/or administrative effort.

1.1.2.5 REPORT FUNCTIONS

The Report Function is designed to generate the output from the system. The Report Function is derived primarily by the process control information retained from the Input, Data Preparation and Validation functions. Output is categorized as transaction oriented if it basically reports transactions, data base extractions if its predominant characteristics are extractions of data elements from the data base and Random Accumulation if the predominant characteristic is the derivation of a stratification or matrix of the summary totals that are not based on the sequence of the data base or transactions. This output can be a printed hard copy that is transmitted to the recipient through the data entry Transmission Network, printed on the host and distibuted, or it can be viewed online on a PC through an ad hoc query into the data base. An inquiry resulting in a delayed response for a printed output either at a remote station or at the host can also be obtained. The ad hoc inquiry and the delayed response will be processed directly through the function to the Report Function.

1.1.3 SYSTEM SECURITY PROCEDURES

a. MOCAS PHASE II is protected by security provisions that exceed the minimums described in DLAM 5200.1. Included in these procedures are provisions for unique user ID codes and individual passwords. The CINCOM software package SUPRA, augmented by additional provisions, provides compartmentalization of the data base. Individual users are allowed access to only those areas of the data base required to perform their jobs. In addition, levels of access (i.e., query, input, update) are assigned to each individual user by ID code. The augmented security package also includes other provisions such as a log of security violations.

b. The command security officer will be responsible for assigning the levels and scope of access to individuals. Security of the system, however, rests with each individual who is authorized access. The key to the system is the password. Passwords should be changed whenever the user suspects compromise, and at unscheduled intervals not to exceed one year.

1.1.4 SYSTEM CONFIGURATION

1.1.4.1 ADPE

The equipment environment for this system may be augmented as necessary to ensure the system provides timely processing.

1.1.4.2 TELECOMMUNICATIONS EQUIPMENT

Telecommunications equipment shall be provided that will accomplish the following:

a. Provide interactive query capabilities on data base data within DCMA and DFAS.

b. Provide interactive query capabilities on the data base to all offices.

c. Provide a means of input to the batch process from remote sites.

d. Provide limited hard copy output options to all sites as required based upon queries.

1.1.4.3 SUPPORT SOFTWARE

SUPPORT SOFTWARE	DESCRIPTION
KSP Capability	Requires data entry.
Recovery/Restart Capability	Need to be able to recover/restart system should the situation warrant.
Off-Site Transmission Capability	Need to accept/transmit data from/to off-site locations (data and programs in source/object form).

SUPPORT SOFTWARE	DESCRIPTION
Supervisor/Operating System Capability	Need dynamic disk operating system with supervisor that provides for multiprogramming environment. Such Supervisors/OS need to be disk resident.
Compilers Capability	Need state-of-the-art American National Standard (ANS) COBOL Compiler and capability to program in assembler language with MACRO generation logic.
Utility Software Capability	Need the full complement of general purpose tape and disk utilities.
Specialized Software Capability	Need in-house software CALL routines to provide for general purpose routines.
Data Base Management Software	Need vendor software to provide for dynamic I/O capabilities in a data base environment.

CHAPTER 2   INITIATION PROCEDURES

1.2.1 CHAPTER OVERVIEW

   This chapter provides the sign-on and signoff procedures for both batch and online applications. In addition, it defines the use of Computer Based User Documentation (CBUD).

1.2.1.1 PURPOSE OF INITIATION PROCEDURES

   The procedures outlined in this section are basic techniques that may be used to enter and exit the system. Additional techniques may be learned by selecting TUTORIAL from the ISPF Primary Option Menu.

1.2.2 ONLINE ENVIRONMENT

1.2.2.1 SIGN-ON PROCEDURES

  Sign-on by the majority of the MOCAS users will be accomplished using TN3270
software on their Personal Computers (PC). Once they have entered the access to
their Region (North, South or West) a screen simillar to the following will
appear:

(1) The SUPRA screen (Figure 1-1), will then be displayed.


```
**********************************************************************************


             * **                 * **   SSSSS U   U PPPPP RRRRR AAAAA
           *     *              *     *   S     U   U P   P R   R A   A
          *       *            *       *  SSSSS U   U PPPPP RRRRR AAAAA
         *         *          *         *     S U   U P     R R   A   A
        *           *        *          * SSSSS UUUUU P     R   R A   A
       *             *     *            *
      *             *   *              * M   M OOOOO CCCCC Y   Y
     *              *  *               * MM MM O   O C      YYY
    *               * *               * M M M O   O C       Y
   ****************** *****************  M   M O   O C       Y
   ****************** *****************  M   M OOOOO CCCCC   Y
    *              * *                *
     *             * *             *     ***********************
      *            * *           *     *                       *
       *           * *         *       * D O  N O T  SIGNOFF *
        *          * *       *         *  FROM THIS SCREEN!! *
         *         * *     *           *  PRESS PA2 TO EXIT. *
          *        * *   *             *                       *
           *       * * *               ***********************
            * ** ** *
                    ENTER USER ID:         AND FACILITY PASSWORD:
                    USER PASSWORD:             APPLICATION ID:


**********************************************************************************
```
                              FIGURE 1-1

  INPUT INSTRUCTIONS - Entries required are as follows:

        DATA ELEMENT   SPECIAL INSTRUCTIONS

        USER ID: Enter locally assigned ID then tab to the next
                             field.

        FACILITY PASSWORD: Enter locally assigned facility/group password then
                             tab to the next field.

        USER PASSWORD: Enter locally assigned user password then tab
                             to the next field.

        APPLICATION ID: Enter the user library (i.e YCU2) or leave blank.

(2) If the Application ID on the SUPRA screen is left blank the Facility Menu
screen (figure 1-2) will be displayed to allow the user to enter the library to
be accessed. For this application enter the following:

****

              FACILITY MENU: MENU MOCAS

                 FOR USER: MOCAS C000001
 LUID: TFDVLT23   STATION: 00006
         APPLICATION PASSWORD   APPLICATION DESCRIPTION
         PF-KEY ID   REQUIRED

           01   YCA1   N   CONTRACT MANAGEMENT
           02   YCPM   N   CONTRACT PAYMENT MODERIZATION
           03   YCU2   N   CONTRACT MAINTANCE
           04   YDD2   N   DD250 DEVELOPMENT
           05   YEFT   N   ELECTRONIC FUNDS TRANSFER
           06   YINV   N   INVOICE INQUIRY

           ENTER SELECTION NUMBER: OR APPLICATION ID:
           IF REQUIRED, PASSWORD:
 ETSO000I DEPRESS ENTER FOR MORE MENU

****
                            FIGURE 1-2

INPUT INSTRUCTIONS - Entries required are as follows:

        DATA ELEMENT   SPECIAL INSTRUCTIONS

     APPLICATION ID: Enter the user library (i.e YCU2).

(3) If YCU2 application was selected on the previous screen the Contract
Maintenance Master Menu will be displayed (Figure 1-3).

```
*************************************************************************
CT0001                  CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0      MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP..............1      ADRS MASTER UPDATE...............9
* CONTRACT MODIFICATIONS..........2      ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS............3    * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS...................4      CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5      CONTRACT ACTIVITY DELETE (CAMM)..13
* SUPERVISORY FUNCTIONS...........6
* NO ACTION MODIFICATIONS.........7
                        TERMINATE..............PA2


                   FUNCTION:              PIIN:
                                         SPIIN:
                                    CAO-ORG-CD:
                                        RGS-CD:   C000001


          * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS


*************************************************************************
                              FIGURE 1-3
```

INPUT INSTRUCTIONS - Entries required are as follows:

      DATA ELEMENT   SPECIAL INSTRUCTIONS

      FUNCTION   enter the number of the application to be performed.

      PIIN   PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N)
- An entry is required for Functions 1, 2, 3, 4, 6, and 7. This Procurement Instrument Identification Number must already exist within the system.

      SPIIN   SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (6A/N) - Entry is required for Functions 1, 2, 3, 4, 6 and 7. For Function 1 or 3 enter the call/ order number of the document being established or corrected. Function 2 requires entry of the modification number (i.e., P00001) or the call/order number and modification number combination (i.e., 0003A1). Enter the appropriate call/order number, modification number or combination of the document to be processed through Summary Edits for Supervisory Functions, or No Action Modifications for Functions 4, 6 and 7. Field may be blank.

      CAO-ORG-CD   CONTRACT ADMINISTRATION OFFICE/ORGANIZATION CODE (2A/N) - When selecting Functions 1, 2, 3, 4, 6 or 7 enter the two position code of the office administer- ing the document. The Procurement Instrument Identi- fication Number, Supplemental Procurement Instrument Identification Number and Contract Administration Office/Organization Code combination must already exist within the system.

1.2.3 BATCH ENVIRONMENT

1.2.3.1 SIGN-ON PROCEDURES

Sign-on by the majority of the MOCAS users will be accomplished using TN3270 software on their Personal Computers (PC). Once they have entered the access to their Region (North, South or West) a screen similar to the following will appear:
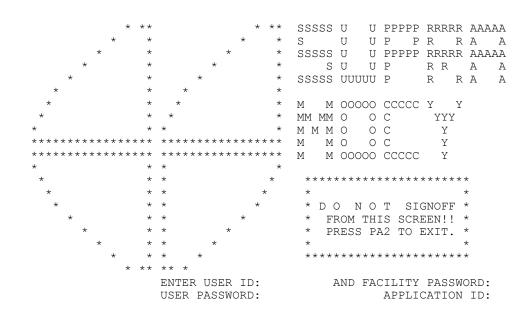
(1) The SUPRA screen (Figure 1-4), will then be displayed.

```
*********************************************************************************

                 * **                 * **  SSSSS U   U PPPPP RRRRR AAAAA
            *      *             *     *   S     U   U P   P R   R A   A
         *         *          *        *   SSSSS U   U PPPPP RRRRR AAAAA
        *          *       *           *       S U   U P     R R   A   A
      *            *     *             *   SSSSS UUUUU P     R   R A   A
    *              *   *             *
   *               *  *             *  M   M OOOOO CCCCC Y   Y
  *                * *             *    MM MM O   O C       YYY
 *                 * *             *    M M M O   O C        Y
*****************  ****************     M   M O   O C        Y
*****************  ****************     M   M OOOOO CCCCC    Y
 *                * *             *
  *               * *         *    *     *********************
   *              * *       *     *  *                       *
    *             * *     *       *  * D O  N O T  SIGNOFF *
      *           * *   *         *  *  FROM THIS SCREEN!! *
        *         * * *           *  *  PRESS PA2 TO EXIT. *
          *       * *   *            *                       *
            *     * * *              *   *********************
              * ** ** *
                    ENTER USER ID:         AND FACILITY PASSWORD:
                    USER PASSWORD:              APPLICATION ID:

*********************************************************************************
                              FIGURE 1-4
```

INPUT INSTRUCTIONS - Entries required are as follows:

    DATA ELEMENT   SPECIAL INSTRUCTIONS

    USER ID: Enter locally assigned ID then tab to the next field.

    FACILITY PASSWORD: Enter locally assigned facility/group password then tab to the next field.

    USER PASSWORD: Enter locally assigned user password then tab to the next field.

    APPLICATION ID: Enter the user library (i.e YCPM) or leave blank.

(2) If the Application ID on the SUPRA screen is left blank the Facility Menu screen (figure 1-5) will be displayed to allow the user to enter the library to be accessed. For this application enter the following:

****

                FACILITY MENU: MENU MOCAS

                  FOR USER: MOCAS C000001
 LUID: TFDVLT23   STATION: 00006
           APPLICATION PASSWORD   APPLICATION DESCRIPTION
           PF-KEY ID   REQUIRED

             01   YCA1   N   CONTRACT MANAGEMENT
             02   YCPM   N   CONTRACT PAYMENT MODERIZATION
             03   YCU2   N   CONTRACT MAINTANCE
             04   YDD2   N   DD250 DEVELOPMENT
             05   YEFT   N   ELECTRONIC FUNDS TRANSFER
             06   YINV   N   INVOICE INQUIRY

           ENTER SELECTION NUMBER: OR APPLICATION ID:
             IF REQUIRED, PASSWORD:
 ETSO000I DEPRESS ENTER FOR MORE MENU

****
                        FIGURE 1-5

INPUT INSTRUCTIONS - Entries required are as follows:

        DATA ELEMENT   SPECIAL INSTRUCTIONS

     APPLICATION ID: Enter the user library (i.e YCPM).

(3) If YCPM application was selected on the previous screen the MOCAS Data
Entry Menu will be displayed (Figure 1-6).

```
**********************************************************************
UNAA10                        MOCAS DATA ENTRY MENU
                         ONLINE INPUT STATISTICS.......A
                         BATCH STATUS INQUIRY..........B
                         MODE XC.......................X
                         ABSTRACT CANCELLATION.........1
                         CONTROL DATA CHANGE:
                             ACRN......................2
                             CLIN/ELIN.................3
                             PIIN/SPIIN/ORG............4
                         PSCN DATA ENTRY MENU..........5
                         NLA NOTICE/REQUEST............6
                         FINANCIAL DATA ENTRY MENU.....7
                         MIR DATA ENTRY................8
                         INDUSTRIAL LABOR RELATIONS:
                           MTHLY CONTRACTOR EXP LIST...9
                           ADDRESS CORRECTION........10
                         TCMD'S.......................11
                         EXPORT TRAFFIC RELEASE.......12
                         ASPR TABLE RECORDS...........13
                             FUNCTION:
                             BATCH-ID:




**********************************************************************
                             FIGURE 1-6
```

INPUT INSTRUCTIONS - Entries required are as follows:

        DATA ELEMENT   SPECIAL INSTRUCTIONS

        FUNCTION   Enter the number of the application to be performed.

        BATCH-ID   Enter a unique identifier for the functions that do not
                              Contain MENU in the name

1.2.4.1 SIGNOFF PROCEDURES

(1) From the initial menu for the Application being processed, the user will
depress PA2 to return to the Facility Menu (see Figure 1-7).

```
**********************************************************************
          FACILITY MENU:  MENU MOCAS

                FOR USER:  MOCAS C000001
 LUID: TFDVLT23                                        STATION: 00006
          APPLICATION  PASSWORD   APPLICATION DESCRIPTION
          PF-KEY  ID   REQUIRED

            01   YCA1     N     CONTRACT MANAGEMENT
            02   YCPM     N     CONTRACT PAYMENT MODERIZATION
            03   YCU2     N     CONTRACT MAINTANCE
            04   YDD2     N     DD250 DEVELOPMENT
            05   YEFT     N     ELECTRONIC FUNDS TRANSFER
            06   YINV     N     INVOICE INQUIRY



          ENTER  SELECTION NUMBER:    OR APPLICATION ID:
            IF REQUIRED, PASSWORD:
 ETSO000I DEPRESS ENTER FOR MORE MENU



**********************************************************************
                        FIGURE 1-7
```

(2) From the Facility Menu, depress the PA2 key. The SUPRA screen will be
displayed on the user's terminal (see Figure 1-8). The user will press PA2, once
again which will disconnect you from your TN3270 emulation session.

```
*************************************************************************

              * **                 * **  SSSSS U   U PPPPP RRRRR AAAAA
          *      *            *      *   S     U   U P   P R   R A   A
        *        *          *        *   SSSSS U   U PPPPP RRRRR AAAAA
      *          *        *           *     S   U   U P     R R   A   A
     *           *      *             *   SSSSS UUUUU P     R   R A   A
    *            *    *               *
   *             *   *               *   M   M OOOOO CCCCC Y   Y
  *              *  *                *   MM MM O   O C      YYY
 *               * *                *   M M M O   O C       Y
*****************  ****************   M   M O   O C       Y
*****************  ****************   M   M OOOOO CCCCC   Y
*                * *               *
 *               * *             *   *     *********************
  *              * *           *     *   *                     *
   *             * *         *        *   * D O  N O T  SIGNOFF *
    *            * *       *          *   *  FROM THIS SCREEN!! *
     *           * *     *            *   *  PRESS PA2 TO EXIT. *
      *          * *   *              *   *                     *
       *         * * *                *   *********************
        * ** ** *
                ENTER USER ID:         AND FACILITY PASSWORD:
                USER PASSWORD:             APPLICATION ID:


*************************************************************************
                            FIGURE 1-8
```

1.2.5.1 UTILIZATION OF COMPUTER BASED USER DOCUMENTATION

   a. GENERAL - Computer Based User Documentation provides assistance/
information to the user regarding the purpose of the function being utilized,
input instructions for data elements entered by the user, the meaning of data
elements displayed on inquiries, or error messages displayed if necessary.

   b. PROCEDURES FOR USE

   (1) The user can obtain this information/assistance on a menu screen (i.e.,
Contract Maintenance Master Menu) by selecting Function zero, Computer Based User
Documentation (see Figure 1-9).

```
**********************************************************************
CT0001                   CONTRACT MAINTENANCE MASTER MENU

  COMPUTER BASED USER DOC.(CBUD)..0       MOCAS INVENTORY UPDATE............8
* NEW CONTRACT SETUP..............1       ADRS MASTER UPDATE................9
* CONTRACT MODIFICATIONS..........2       ACCOUNTING CLASS DATA UPDATE.....10
* CONTRACT CORRECTIONS............3     * MODIFICATION HEADER UPDATE.......11
* SUMMARY EDITS...................4       CLNS LINE ITEM ADJUSTMENT........12
  SYSTEM INQUIRIES................5       CONTRACT ACTIVITY DELETE (CAMM)..13
* SUPERVISORY FUNCTIONS...........6
* NO ACTION MODIFICATIONS.........7
                    TERMINATE..............PA2


                  FUNCTION:             PIIN:
                                       SPIIN:
                                  CAO-ORG-CD:
                                     RGS-CD:   C000001

         * PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS



**********************************************************************
                         FIGURE 1-9
```

The system will display a general explanation of the screen and the various
functions (see Figure 1-10).

```
**********************************************************************
                MOCAS CONTRACT MAINTENANCE SYSTEMS MENU

  THIS MENU SCREEN ALLOWS THE USER TO SELECT ONE OF SEVERAL FUNCTIONS TO
  BE PERFORMED

  NEW CONTRACT SETUP WILL ESTABLISH INFORMATION FOR A NEW CONTRACT IN
  THE DATA BASE.  CONTRACT MODIFICATION AND CONTRACT CORRECTION ALLOW
  CHANGES TO BE MADE TO CONTRACTS ALREADY ESTABLISHED IN THE DATA BASE,
  EITHER BY FORMAL CHANGES (MODIFICATIONS) OR BY CORRECTION OF ERRONEOUS
  DATA PREVIOUSLY INPUT.  SUMMARY EDIT COMPLETES VALIDATION OF THE DATA
  ENTERED USING THE FIRST THREE FUNCTIONS AND UPDATES THE HOST DATA BASE
  WITH THE DATA.  SYSTEM INQUIRY ALLOWS THE USER TO ACCESS THE DATA BASE
  AND OBTAIN VARIOUS TYPES OF INFORMATION STORED THERE.  SUPERVISORY
  FUNCTIONS ALLOW ADMINISTRATIVE ACTIONS TO BE ACCOMPLISHED BY
  SUPERVISORY PERSONNEL.  MOCAS INVENTORY UPDATE ESTABLISHES NEW
  CONTRACTS/MODIFICATIONS IN THE INVENTORY OR ALLOWS CERTAIN ACTIONS TO
  BE TAKEN AGAINST EXISTING CONTRACTS.

  THE USER WILL INPUT THE NUMBER OF THE DESIRED FUNCTIONS AND THE PIIN,
  SPIIN, CAO-ORG-CD FOR THE DOCUMENT BEING ENTERED (WHEN USING FUNCTIONS
  1, 2, 3, 4 OR 6) AND THEIR ASSIGNED RGS-CD (FOR ALL FUNCTIONS).

  PRESS ENTER TO CONTINUE
**********************************************************************
                           FIGURE 1-10
```

(2) When utilizing an input screen (i.e., Contract Data Record) or inquiry screen, the user may request this information by depressing the PF5 key. The cursor will be positioned on the CBUD field. The user then will enter the data element name as it appears on the screen for an explanation of that specific data element or the screen number (located in the upper left-hand corner of the screen) for a general explanation of the function being performed (see Figure 1-11).

```
**********************************************************************
CT1100                         CONTRACT DATA RECORD
 CBUD:
 PIIN:                   SPIIN:              CAO-ORG-CD:        RGS-CD:

           FSCM:                             CONTRR-FACL:
      REMIT-ADRS:                               ADMIN-BY:
        ISSD-BY:                               PAYG-OFC:
     SCTY-CLS-CD:                               DMS-RTG:
     CRIT-DES-CD:                              CMDTY-CD:
      UNLTRL-IND:                            FMS-RQ-IND:
      PROD-SUV-CD:                           KIND-CON-CD:
      TY-CONTR-CD:                            FUNC-LMTN:
           NOUN:                               WPNS-CD:
          EFF-DT:                            DT-OF-SIGNR:
      SPC-CON-PVN:                           TOTAMT-CONT:
          ACO-CD:                            INDUS-SP-CD:
       PROP-AD-CD:                              DEPT-CD:
      BUY-ACTY-CD:                            CAR-PARTNO:
       CAR-SEC-NO: 1                         T-CONTRR-CD:
       DVY-DT-IND:                           IRS1099-IND:
      CON-ASGM-CD:                            FNL-DVY-DT:



**********************************************************************
                         FIGURE 1-11
```

The system will display the information requested on the user's terminal (see Figure 1-12).

```
***********************************************************************
COMPUTER BASED USER DOCUMENTATION - PIIN

 PIIN:  PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER.

 THIS NUMBER IDENTIFIES THE INSTRUMENT (CONTRACT OR SUBCONTRACT) BEING ADMIN-
 ISTERED/PAID.  FOR DOD CONTRACTS NUMBERED IN ACCORDANCE WITH DAR 20-203.1,
 ENTER THE FIRST 13 DIGITS OF THE CONTRACT NUMBER AS THEY APPEAR ON THE PRO-
 CUREMENT INSTRUMENT (OMIT DASHES).  FOR OTHER NON-DOD GOVERNMENT CONTRACTS,
 EXPAND THE CONTRACT NUMBER, IF NECESSARY, TO 13 POSITIONS.  WHEN ENTERING A
 SUBCONTRACT NUMBER, INSERT THE LETTER T IN THE FIRST POSITION AND THE SUB-
 CONTRACT NUMBER IN THE REMAINING FIELDS.

 FOR EXAMPLE:

 TYPE
 DOCUMENT        NUMBERS                ENTER AS

 SUPPORT         123                    T000000000123
 ENERGY DEPT     EX 76 C01 12-33        DEEX0176C1233
                 DE-AC01-79-PE70124     DEAC017970124

 PRESS ENTER TO CONTINUE OR PA2 TO RETURN SCREEN.


***********************************************************************
```
<center>FIGURE 1-12</center>

The user will then depress ENTER or PA2 to return to the screen being used. On the data input screens, the cursor will be placed on the data element field for which information was requested whenever an entry is allowed in the field. Information on other data elements may then be requested by repeating this procedure or the user may continue with the data entry being performed. On inquiry screens, the cursor will return to the CBUD field allowing the user to request information on other data elements.

(3) When an error message is displayed to the user indicating an incorrect
entry has been made, further information can be requested for those messages that
are not self-explanatory. These are indicated by an asterisk in the first
position of the message (see Figure 1-13).

```
********************************************************************
CT1100                        CONTRACT DATA RECORD
CBUD
PIIN: DLA700 84 C1000   SPIIN:          CAO-ORG-CD: 01   RGS-CD: 01

          CAGE:   1S890                CONTRR-FACL:
     REMIT-ADRS:                          ADMIN-BY:  S0101A
       ISSD-BY:                           PAYG-OFC:  S1102A
    SCTY-CLS-CD:  C                        DMS-RTG:  DOA1
    CRIT-DES-CD:  A                       CMDTY-CD:  A1
     UNLTRL-IND:                        FMS-RG-IND:
    PROD-SUV-CD:  2                     KIND-CON-CD:  -
    TY-CONTR-CD:                          FUNC-LMTN:
          NOUN:
        EFF-DT:                         DT-OF-SIGNR:
    SPC-CON-PVN:                        TOTAMT-CONT:
        ACO-CD:                         INDUS-SP-CD:
     PROP-AD-CD:                            DEPT-CD:
    BUY-ACTY-CD:                         CAR-PARTNO:
     CAR-SEC-NO:  1                     T-CONTRR-CD:
     DVY-DT-IND:                          FNL-DVY-DT:
    CON-ASGM-CD:  P

           *KIND OF CONTRACT CODE DOES NOT MATCH TABLE TB0003


********************************************************************
                          FIGURE 1-13
```

To obtain this information, the user depresses the PF1 key. The system will
display the information requested on the user's terminal (see Figure 1-14).

```
************************************************************************
                            KIND-CON-CD

  AN ENTRY TO KIND-CON-CD IS INVALID

  ACCEPTABLE KIND OF CONTRACT CODES ARE:

         "1" SUPPLY CONTRACT & ORDERS        "5" MAINTENANCE CONTRACTS
         "2" RESCH & DEVELOPMENT CONTRACTS   "6" SERVICE CONTRACTS
         "3" SYSTEM ACQUISITION CONTRACTS    "7" FACILITIES
                     "8" UNDEFINITIZED LETTER CONTRACT
                     "9" UNPRICED ORDERS AGAINST BOA
                     "0" OTHER

  VALIDATION:  MUST CONTAIN DATA (NUMERIC 0-9)

  PRESS ENTER TO CONTINUE.



************************************************************************
```
FIGURE 1-14

The user will then depress ENTER or PA2 to return to the screen. The cursor will
be placed on the field where the error occurred allowing the user to make the
necessary correction.